



National Science Foundation

Senior Executive Service Vacancy

ANNOUNCEMENT NUMBER: S20010168-C

OPEN: 4/26/2001

CLOSE: 6/06/2001

POSITION VACANT: Director, Division of Contracts, Policy and Oversight
Office of Budget, Finance and Award Management (BFA)

LOCATION: Arlington, VA

SALARY RANGE: ES-1 to ES-4 (\$120,261 - \$133,700)

AREA OF CONSIDERATION: All Qualified Applicants

STATEMENT OF DUTIES: The incumbent provides leadership and direction to the Division of Contracts, Policy and Oversight and is a member of the BFA executive team. The National Science Foundation, an independent Federal agency, promotes and advances science and engineering in the United States through programs that invest almost \$4.0 billion per year in awards supporting research and education projects in science and engineering. CPO is responsible for the solicitation, negotiation, award and administration of NSF contracts; for NSF proposal and award policy development, coordination and issuance; and for overseeing NSF procurement systems, processes and guidance. In addition, CPO staff perform cost analyses and resolve audit findings pertaining to the allowability, allocability and appropriateness of costs claimed under all NSF awards (including grants and cooperative agreements). The Division Director incorporates vision, strategic planning and quality management into organizational activities and initiatives. The incumbent recommends policy, budgetary, and management options to the Chief Financial Officer and allocates staffing and funding resources within the Division.

QUALIFICATIONS REQUIREMENTS EXECUTIVE/MANAGERIAL

Essential

1. Demonstrated ability to develop and implement an organizational vision that integrates key national and program goals, priorities, values and other factors. Inherent to it is the ability to balance change and continuity – to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence, even under adversity. (Leading Change)
2. Demonstrated ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals. Includes knowledge and ability to promote quality through the effective use of performance standards and assessment. Includes leveraging diversity, promoting developmental opportunities for staff, fostering commitment and team spirit, and constructively resolving conflicts. (Leading People)
3. Demonstrated knowledge and ability in planning, prioritizing, and coordinating both operational and policy program activities in Federal contracts administration policies and procedures and audit processes and resolution, and to stress accountability and continuous improvement. Includes the ability to make timely and effective decisions and to produce results through strategic planning, and the implementation and evaluation of programs and policies. (Results Driven)
4. Demonstrated ability to acquire and administer human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission and to take advantage of new technologies to enhance the effectiveness of decision making. Includes demonstrated ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes. (Business Acumen)
5. Demonstrated ability to serve as a senior spokesperson for the agency's contracts administering program and as the Procurement Executive and to foster partnerships. Includes ability to explain, advocate and express facts and ideas, both orally and in writing, in a convincing manner and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization. Includes the ability to interact constructively with Federal officials, contractors, representatives of professional organizations, and the public sector on complex policy-level and technical issues. (Building Coalitions/Communication)

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY
QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

(Continued on reverse side of announcement)

Essential

PROFESSIONAL/TECHNICAL

1. Advanced degree or equivalent professional experience or a combination of education and experience in business, public administration, law or other field relevant to contracts administration.
2. Substantial knowledge and skill involving policies, procedures, and issues related to contracts regulations, policies, and procedures in a Federal setting, as well as audit processes and procedures and general grant and contract policy.
3. Demonstrated ability in relating to and interfacing with senior-level scientific/engineering staff engaged in research and education administration.
4. Demonstrated skill in applying innovative techniques to achieve a high degree of customer service.
5. Demonstrated ability to effectively use automated systems, including the Internet, in achieving objectives.

Desirable

1. Knowledge of a wide variety of policy and budgetary issues affecting the vitality of the scientific/engineering enterprise and the funding of research.
2. Demonstrated ability to work effectively in a multidisciplinary environment.
3. Demonstrated knowledge issues related to Federally funded research.

GENERAL INFORMATION

The Senior Executive Service (SES) covers managerial positions above GS-15 in the Federal Service. Persons appointed to the SES are eligible for health benefits, life insurance, social security, Federal retirement and thrift savings plan coverage, and participate in the Federal leave system. Career appointees are eligible for bonuses based on performance in addition to base pay. Competitive status is not required, veterans preference does not apply and there are no grade restrictions. New appointees to the SES are required to serve a one-year probationary period. **Final selection of career appointees requires the approval of the U.S. Office of Personnel Management. OPM approval will be based on the selectee's background in the following 5 executive core qualification areas: (1) Leading Change, (2) Leading People, (3) Results-Driven, (4) Business Acumen, and (5) Building Coalitions/Communication. These areas are incorporated in the 5 executive/ managerial requirements for the position. The individual selected will be required to file an "Executive Branch Personnel Public Financial Disclosure Report" (SF-278) in accordance with the Ethics in Government Act of 1978.**

EVALUATION METHOD

Applicants will be screened for basic eligibility according to the essential qualification requirements. Eligible applicants will be reviewed by an Evaluation Panel according to criteria based on the qualification requirements. The best qualified candidates will be referred to the appropriate official who will recommend selection. All applicants will be considered without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical disability, age, membership in an employee organization or other non-merit reason. Any applicant may request information or appeal the procedures and operations of the merit staffing process to the Executive Resources Board.

APPLICATION INSTRUCTIONS

Please ensure that your application includes the documents listed below and reflects your background in terms of the qualification requirements for the position.

1.) Resume or other application format of your choice, (including a list of publications, if available). Your application should contain the following information: Country of citizenship. Information about your education, your major, and type and year of degree(s). Information about all your work experience, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and salary. If you have held various positions with the same employer, describe each separately. The brochure *Applying for a Federal Job* provides information on the federal job application process; it is available by calling the number listed below.

2.) Narrative statement addressing your background in terms of (a) the executive/managerial and (b) the professional/technical requirements.

3.) NSF Form 1232, "Applicant Survey." Submission of this form is voluntary, although encouraged, and will not affect your application for employment. The information provided will be used only for statistical purposes.

Mail or bring application to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel and Development Branch, Room 315, ATTN: S20010168-C, 4201 Wilson Blvd., Arlington, VA 22230.

Applications must be received by 5:00 p.m. on the closing date. Inquiries or questions should be directed to: Executive Personnel and Development Branch at (703) 292-8755; hearing impaired individuals should call TDD (703) 292-8044. Additional information on the NSF mission, structure, programs and operations may be accessed through our Homepage <http://www.nsf.gov>. Announcements may be accessed electronically on the World Wide Web under Vacancies on NSF's Homepage <http://www.nsf.gov/home/menus/jobs.htm>. The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact on this vacancy announcement.

**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____

Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____

2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER